

**HEALTH SERVICES AND DEVELOPMENT AGENCY
EXECUTIVE DIRECTOR SEARCH SUBCOMMITTEE CONFERENCE
CALL MINUTES**

November 14, 2018

SUBCOMMITTEE MEMBERS PRESENT PARTICIPATING BY TELEPHONE

Alsup, Thomas
Chinn, Rick
Patric, Ken, M.D.
Ridgway, Corey
Scarboro, Douglas

SUBCOMMITTEE MEMBER ABSENT

Gaither, Keith, designee for the TennCare Director

AGENCY MEMBERS PARTICIPATING BY TELEPHONE WHO ARE NOT SUBCOMMITTEE MEMBERS

Jordan, Lisa, designee for the Commissioner of Commerce and Insurance

AGENCY STAFF PARTICIPATING BY TELEPHONE FROM THE AGENCY'S OFFICE

Christoffersen, Jim, General Counsel
Craighead, Alecia, Information Data Analyst
Eden-Hoback, Lowavia, Executive Assistant
Farber, Mark, Deputy Director

DEPARTMENT OF HUMAN RESOURCES REPRESENTATIVE PARTICIPATING BY TELEPHONE

Harris-Brown, Jennifer

MEMBERS OF THE PUBLIC PRESENT BY TELEPHONE AT THE AGENCY'S OFFICE

Berry, Beth, Berry Government Strategies

ROLLCALL

Mr. Scarboro requested a roll call at 2:00 p.m., Central Time

Present by way of conference call: Ridgway (participating by telephone from Franklin, TN), Chinn (participating by telephone from Oak Ridge, TN), Patric (participating by telephone from Chattanooga, TN), Scarboro (participating by telephone from Memphis, TN), Alsup (participating by telephone from Baltimore-Washington International Airport)

Five (5) members present.

STATEMENT OF NECESSITY

A determination was unanimously made that this meeting is being held by teleconference because physical presence of subcommittee members from far corners of the state is not practical for a series of meetings to discuss the Executive Director search and action must occur quickly to have a hire made at the December meeting. The current Executive Director is retiring in January, and the new Executive Director needs to be in place with sufficient time to prepare for FY 2019-20 budget preparation and the 2019 Legislative session.

ELECTION OF OFFICERS

Mr. Scarboro nominated himself as Chair, seconded by Dr. Patric
Mr. Chinn nominated Thomas Alsup as Chair, seconded by Mr. Ridgway
The following members voted in favor of Mr. Alsup: Alsup, Chinn, and Ridgway
The following members voted in favor of Mr. Scarboro: Patric and Scarboro
Alsup elected Chair by 3-2 vote

Dr. Patric nominated Mr. Scarboro as Vice-Chair, seconded by Mr. Chinn
Mr. Scarboro elected Vice-Chair by unanimous voice vote.

PROCEDURAL REQUIREMENTS FOR DOCUMENTS DISCUSSED AT SUBCOMMITTEE MEETINGS AND CANDIDATE INTERVIEWS

The General Counsel explained TCA 8-44-108(c)(4), which provides that any member of a governing body not physically present at a meeting shall be provided, before the meeting, with any documents that will be discussed at the meeting. Any documents need to be provided to staff for distribution to members in advance of the electronic meetings.

It was decided that this method of distribution shall include resumes, which shall be forwarded from DOHR to Melanie Hill, Executive Director, for distribution to subcommittee members in their entirety – without prior vetting from DOHR. Members agreed that Ms. Hill and staff should review applicant resumes for input and feedback. Some members indicated they wanted to receive all resumes, unless in excess of 20-25.

EXECUTIVE DIRECTOR SELECTION INTERVIEW TIMELINE

Mr. Scarboro had directed the Department of Human Resources to post and receive resumes for the position for 10 days, which closes on November 16, 2018. Jennifer Harris-Brown could not provide an estimate of when the resumes would be sent to Ms. Hill and staff; she stated there is typically a turnaround time of one week, though she could not guarantee it would not take longer. The subcommittee intends to have recommendations to present at the Agency's December 12, 2018 meeting.

COMPETENCY BASED INTERVIEWING

Ms. Harris-Brown gave a brief description of competency based interviewing based upon the competencies in the job description provided by Mr. Scarboro. Ms. Harris-Brown recommended that Melanie Hill and Agency staff narrow the competencies for time-efficient interviews.

It was agreed that interviews be conducted by the subcommittee, rather than by members individually.

UPCOMING MEETING DATES

The following dates have been scheduled: November 28, November 30, December 3, and December 7, 2018.

ADJOURNMENT

There being no further business, the meeting adjourned.

Thomas Alsup, Subcommittee Chair

* Minutes provide only a brief staff summary of the meeting and are not intended to be an all-inclusive report.